

**Department of Information Services  
Customer Advisory Board  
February 22, 1999  
Meeting Minutes**

**Members present:**

**Thomas Bynum, Chair, Employment Security Department  
Doug Tanabe, Vice Chair, Department of Personnel  
Dan Parsons, Washington State Patrol  
Bob Monn, Department of Ecology  
Susie Smith, State Auditor's Office  
Marla Kentfield, Office of the State Treasurer  
Shelagh Taylor, Labor and Industries  
Don Price, Department of Corrections  
Niela Goyette, Department of Revenue  
Craig Wilson, Liquor Control Board  
Kathy May, Department of Transportation  
Brian Backus, Office of the Administrator for the Courts  
Tom Neitzel, Health Care Authority  
Paul Piper, Department of Services for the Blind  
Brain Gillespie, Washington Utilities and Transportation Commission  
Al Bloomberg, Department of Natural Resources  
Tom Parma, Department of Financial Institutions  
Herb Potter, Department of Agriculture  
Cliff Schiller, Department of Retirement Systems  
Bob Hamilton, Department of Social and Health Services  
Betty Tenney, Center for Information Services  
Gayle McGee, Department of Health  
Susie Smith, State Auditors Office  
Jim Albert, Attorney General's Office  
Phil Grigg, Department of General Administration  
Bryan Mahar, Community, Trade, and Economic Development**

**DIS Staff present:**

<b>Steve Kolodney, Director</b>	<b>Connie Michener, MOSTD</b>
<b>Clare Donahue, Chief Deputy Director</b>	<b>Joe McGavick, R&amp;G/MOSTD</b>
<b>Paul Taylor, Deputy Director</b>	<b>Rich Martin, MOSTD</b>
<b>John Anderson, Assistant Director</b>	<b>Mary Lou Griffith, MOSTD</b>
<b>John Saunders, Year 2000 Office</b>	<b>Dennis Hausman, MOSTD</b>
<b>Carolyn Barkley, Year 2000 Office</b>	<b>David Koch, MOSTD</b>
<b>Lance Calisch, CSD</b>	<b>Darrel Riffe, MOSTD</b>
<b>Dave Kirk, MOSTD</b>	<b>Scott Bream, MOSTD</b>
<b>Kathleen White, Communications</b>	<b>Andy Hix, R&amp;G/MOSTD</b>

**Call to order:** Thomas Bynum, DIS Customer Advisory Board Chair, called the meeting to order at 1:30 p.m.

**Year 2000 Report on Embedded Circuits - Julie Boyer**

Julie gave an update on the embedded systems risk assessment. Currently 50% of the 43 agencies are compliant and 50% of agencies' projects are compliant. Reports will be distributed prior to June 30<sup>th</sup>.

**NASIRE Conference/Governing Magazine Conference – Steve Kolodney**

Steve invited the CAB to attend the NASIRE Conference which will be held in Seattle March 28<sup>th</sup> through 30<sup>th</sup>, with the Governing Magazine Conference following, on March 30<sup>th</sup> through April 1<sup>st</sup>. He further stated that Governing Magazine conducted a survey of the states and ranked them by grade in determined areas. Washington received the only "A" for Information Technology. Governing will be doing the same survey next year for the counties and cities, and then will conduct the state survey in the year 2001.

**E-Forms Overview- Paul Taylor**

DIS will conduct a survey with the agencies to determine what agencies are currently using electronic forms to conduct business. Darrel Riffe from DIS will be in charge of the survey and will be contacting agencies directly. The purpose of the survey is to share information with all agencies as to what forms are being used electronically.

**E-Forms and Digital Signatures – Dave Kirk, Scott Bream**

Dave Kirk and Scott Bream from the Strategic Initiatives section of DIS gave a presentation on the General Administration A-19 project. This project allows internal staff to use legally binding signatures to authorize the A-19 form. Thus alleviating the paper routing process.

**Telecommunications Strategic Directions – John Anderson**

John gave an overview of the Intergovernmental Network (IGN). He stated that 37 out of 39 counties have a presence established on the network. This network allows the courts to communicate with other justice related agencies, counties and cities. John stated that a chargeback mechanism is being put into place. This mechanism will require payment from those who use the network, to DIS. The fees will be discussed with all involved, and will be determined by access, volume, etc.

**Gartner Research and Advisory Services Selection – Paul Taylor**

Paul stated that currently DIS does not have a signed contract with the Gartner Group. Mary Lou Griffith is compiling the description of courses that agencies ranked.

**Portfolio Management Update – Paul Taylor**

Paul stated that the third set of agencies have completed their portfolio training.

**Sub-Committee Reports**

**Human Resources – Bob Hahn**

Bob provided a handout and status on the IT class restructure. There are 34 classes that will be restructured. The Human Resources Sub-Committee will work as a review team on this issue.

Architecture – Phil Grigg

It has been requested that the Architecture Sub-Committee be used as a means for special interest groups to submit requests to present to the CAB. Phil will provide a guidelines/reporting process to the CAB for approval. N

New Business

None

Next Meeting is scheduled for April 26, 1999 from 1:30 – 3:30 p.m. in the DIS Boardroom. The March meeting is cancelled.

Meeting adjourned.